

# Information Technology Council

## Charter

(Revised September 18, 1999)

### I. Purpose

The Department of Health and Human Services (DHHS), Health Care Financing Administration (HCFA), Information Technology (IT) Council (*the Council*) is chartered by the Executive Council (EC) and Chief Information Officer (CIO) to provide decision making leadership and direction regarding information technology (IT) strategy, policy, and standards that leverage information systems resources to achieve business goals, and provide improved public service. This charter designates how policy and standards decisions are made among business and technology stakeholders within HCFA's decentralized IT environment. The business and technical perspectives of the component representatives ensure that these purposes are fulfilled in an efficient, effective manner that minimizes duplication and overlapping efforts.

*The Council* shall serve as the root authority for approving and adopting policies and standards that guide the development and deployment of IT solutions to HCFA's business needs, as well as the retirement of obsolete technology and systems.

### II. Membership

The Chairperson for *the Council* shall be HCFA's CIO or a designee of the CIO. *The Council* may designate a Co-Chair as it deems necessary.

An Executive Secretary for *the Council* shall be designated by HCFA's CIO.

Each additional representative to *the Council* has a permanent status of either a Voting or Non-Voting member.

#### Voting Members

Voting members shall be Federal employees with management responsibility at the Group Director or Associate Regional Administrator level or higher. Each voting member shall designate an alternate to attend and vote in their absence. *The Council* consists of the following voting representatives (see Bylaws for membership list):

- \* □ Center for Beneficiary Services (CBS) Representative
- \* □ Center for Health Plans and Providers (CHPP) Representative

- \* ☐ Center for Medicaid and State Operations (CMSO) Representative
- \* ☐ Office of the Actuary (OACT) Representative
- \* ☐ Office of Communications and Operations Support (OCOS) Representative
- \* ☐ Office of Clinical Standards and Quality (OCSQ) Representative
- \* ☐ Office of Strategic Planning (OSP) Representative
- \* ☐ Office of Financial Management (OFM) Representative
- \* ☐ Office of Internal Customer Support (OICS) Representative
- \* ☐ Office of Information Systems (OIS) Representative
- \* ☐ Northeastern Consortium Representative
- \* ☐ Southern Consortium Representative
- \* ☐ Western Consortium Representative
- \* ☐ Midwestern Consortium Representative
- \* ☐ Other HCFA organizations upon approval by the voting members

### **Non-Voting Members**

Non-voting members shall also be Federal employees. Each non-voting member may designate an alternate to attend in their absence. *The Council* consists of the following non-voting representatives:

- \* ☐ HCFA IT Architect
- \* ☐ Business Architecture Committee Chair
- \* ☐ Information Architecture Committee Chair
- \* ☐ Application Architecture Committee Chair
- \* ☐ Infrastructure Architecture Committee Chair
- \* ☐ Security Architecture Committee Chair

Voting members of *the Council* may approve including a non-voting representative from other formal committees or work groups involved in IT.

### **Invitees**

*The Council* may on occasion invite other HCFA managers, staff, or representatives from other organizations as special guests, subject matter experts, or technical experts to participate in its proceedings.

## **III. Responsibilities**

*The Council* works closely with the Financial Management Investment Board (FMIB) to advance the implementation and evolution of an enterprise-wide IT Architecture. The responsibilities encompass IT policy and standards, strategic direction, and investment review activities. Specific responsibilities of *the Council* include:

### IT Policy and Standards

1. Implementing a process for approving and promulgating IT policies, standards, operating procedures, and guidelines. Ensuring continuous reassessment of IT policy, standards, and operating procedures so that the IT Architecture remains current and consistent with HCFA's changing business needs, and takes advantage of opportunities afforded through technology innovation.
2. Determining, prioritizing, and directing comprehensive research and analysis of technology issues impacting IT Architecture domains within HCFA.
3. Sponsoring committees, working groups, or other IT specialty teams to conduct research and analysis of technology issues and impacts.
4. Resolving disagreements or disputes regarding IT policy or standards effecting the enterprise.
5. Submitting IT Fact Sheets from committees, working groups, or specialty teams it sponsors for funding prototypes or pilots of emerging technology in order to determine the appropriateness of the technology as an enterprise standard.

### IT Strategic Direction

6. Identifying, evaluating, and recommending enterprise-wide IT integration opportunities to the CIO and Executive Council.
7. Prioritizing enterprise-wide IT initiatives.
8. Developing IT strategic and tactical plans and recommendations to migrate the architecture towards the target IT vision.

### Investment Review

9. Establishing the *criteria* to be used by HCFA's IT Investment Review process for certifying that proposed IT projects comply with the IT Architecture.
10. Reviewing IT project proposals at the request of the FMIB to determine consistency with the HCFA Target IT Architecture; certifying that IT projects are consistent with the Architecture, or indicate that they are not; and approving requests for deviation from the target IT Architecture standards.

## **IV. Authorities**

*The Council* shall exercise the sole authority to:

1. Approve all policy, standards, procedures, and guidelines governed by the IT Architecture.
2. Approve deviations from established policy, standards, and procedures.
3. Approve the creation of any IT Architecture related oversight or enforcement body apart from formal HCFA organizational structures and responsibilities.

4. Approve HCFA s liaison to external IT Architecture related organizations.
5. Approve measurable IT goals HCFA-wide, including performance review and measurement of enterprise IT Architecture initiatives.
6. Certify that IT project design standards or any other technical information are consistent with the HCFA Target IT Architecture. The IT Council s decisions represent the Technical Review Seal of Approval and form the basis for the FMIB decisions on funding of project phases.

## **V. Operating Procedures**

The operating procedures to be observed by *the Council* are incorporated into Bylaws (documented separately) which shall be formally adopted during the inaugural proceeding.

## **VI. Definitions**

For purposes of this charter, the following terms and definitions are used:

*criteria* - the specific information to be used during the process of IT investment review and approval for determining that a proposed investment is consistent with the IT architecture.